

**ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS POLICY**  
**OPS-009, Governor's Award for Excellence in Veteran Education**

<b>RESCINDS:</b>	<b>REVISED:</b> 02/06/2012
<b>RELATED DOCUMENTS:</b>	<b>DISTRIBUTION:</b> Website (guidance to nominating parties) Governor's Award for Excellence in Education Committee Members Office/desk copy

**I. POLICY**

The Illinois Department of Veterans' Affairs (IDVA) will:

- I.A. Establish and administer policy and procedures for the Governor's Award for Excellence in Veteran Education, and
- I.B. Award a Governor's Award for Excellence in Veteran Education during Spring and Fall semesters to an Illinois licensed, degree-granting college or university.

**II. DEFINITIONS**

- II.A. The purpose of the Governor's Award for Excellence in Veteran Education is to highlight and honor the work of Illinois colleges and universities which work to serve and impact their student veteran population. Award recipients will be those whose efforts and contributions in service to the student veteran community and their families are truly above and beyond that of basic services.
- II.B. Nominees will be evaluated on the basis of their services provided, dedication, innovation, and impact in serving the student veteran community.

**III. Duties**

- III.A. The Executive Secretary of the Selection Panel (Assistant to the Assistant Director) shall:
  - III.A.1. Collect and maintain nomination packets
  - III.A.2. Distribute nomination packets and scoring rubrics to Selection Panel Members
  - III.A.3. Compile scoring rubrics to determine Selection Panel results, and then forward the packet for the selectee to the Director for final approval.
  - III.A.4. Upon final approval of Governor's Award for Excellence in Veteran Education selection, schedule, organize, and run Governor's Award for Excellence in Veteran Education award ceremony.
- III.B. Governor's Award for Excellence in Veteran Education Selection Panel members shall:
  - III.B.1. Consist of the Assistant Director, Senior Program Manager, and SAA Administrator.
  - III.B.2. Upon receiving nomination packets, use the Scoring Rubric to evaluate each nominee
  - III.B.3. Upon completion of evaluations, forward results to the Executive Secretary of the Committee
- III.C. The Director will

III.C.1.    Serve as final approval authority for Governor's Award for Excellence in Education selection.

III.C.2    When available, present the Governor's Award for Excellence in Veteran Education Award.

**IV. SELECTION PROCEDURES**

IV.A.    Selection of awardees will take place two months before the intended Governor's Award for Excellence in Veteran Education ceremony.

IV.B.    Nominations should be emailed or mailed to the Executive Secretary of the Selection Panel at [chris.miller@illinois.gov](mailto:chris.miller@illinois.gov) or to the Illinois Department of Veterans' Affairs Attn: Chris Miller, 100 West Randolph, Suite 5-570, Chicago, IL 60601-3219. Each nomination will remain active for 18 months following receipt, after which point it will be archived and removed from the selection process.

IV.C.    Nominations will be evaluated according to the official Scoring Rubric (Appendix I).

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Director, Illinois Department of Veterans' Affairs